



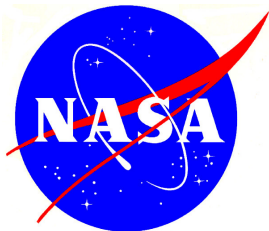
---

*Integrated Financial Management Program*

*Core Financial*

*Course Name: IPAC Processing*

*Course Guide*



## **Introduction**

This course guide serves as the foundation for trainers to deliver training and provides end-users with information that will be shared during the training course session.

### ***Course Structure***

This course covers the basic SAP functionality end-users need to perform specific activities pertaining to their roles. End-users may obtain information beyond this scope outside of class from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

### ***Trainer Role***

A trainer role in this training session is to:

- Provide end-users with the information they will need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

### ***End-user Role***

An end-user's role in this training session is to:

- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

### ***Module Significance***

Prior to SAP, vendor records were stored in both Accounting and Purchasing systems. With the implementation of SAP, all vendor records will be stored in one vendor master system. Updates can now be made in one system, and all areas within the financial system have access to the same vendor data.

### ***Module Structure***

This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

#### ***Content***

Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

#### ***Content Review***

The trainer reviews key topic information at the conclusion of each topic.

#### ***Scenario***

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

Scenario Example: NASA realizes that a vendor has collected money from the wrong center. As the AP IPAC Processor, create an IPAC Credit Memo to adjust the transfer of funds from the Vendor back to NASA.

***Demonstration***

Trainer shows end-users how to perform the business activity in SAP.

***Exercise***

End-users practice the activity in the SAP Training Instance.

### *Agenda*

- **Introduction** – 0:15 hr
- **Background Knowledge** – 0:20 hr
- **Topic 1:** Create, Update, and Validate Vendor Master Files
  - **Exercise 1:** Enter and Process IPAC Transactions and Clear Log – 1:20 hr
- **End of Course Review** – 0:05 hr
- **Total** – 2:00 hr